

## City of Fort Worth, Texas

### Job Description

<b>Classification Title</b>	Cable Services Supervisor		
<b>Job Code:</b>	PR1200	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Reviewed:</b>	07/03/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

#### GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of video production employees responsible for providing quality cable television programming. Ensures work quality and adherence to established policies and procedures; operates and maintains technical facilities; and supervises and coordinates the more technical and complex tasks relative to assigned area of responsibility.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing video production services. Prepares weekly on-air schedule and programming for playback.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned cable programs, service delivery methods and procedures. Works with employees on the continuous improvement of city services.
4. Supervises the more technical and complex tasks of the work unit, including oversight of the operation and maintenance of highly technical video production equipment.
5. Ensures the successful completion of approved video projects. Determines equipment, personnel and other resources needed to create quality video productions.
6. Supervises the use, care and operation of video production equipment including video cameras, video editing equipment and control room equipment. Develops and maintains system to monitor video production equipment; and identifies needed maintenance or repairs; and plans and implements facility improvements.
7. Recommends the purchase of video production equipment, as required. Researches cost and new innovations in video production equipment; and works with vendors to implement upgrades.

8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a video production program.
  - Methods and techniques of television program production.
  - Operational characteristics of video production equipment and tools.
  - Principles of supervision, training and performance evaluation.
  - Modern and complex principles and practices of video editing.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Resources available for completion of video programming.
  - City meetings.
  - Video production process and techniques.
  - Laws pertaining to Cable Franchises with State.
  - City regulatory capabilities as it relates to Cable Service.
- **Skill in:**
  - Organization and time management.
  - Computers and applicable software.
  - Troubleshooting technical issues.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, organize and review the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Ensure the provision of quality cable television programming.
  - Determine equipment, personnel and other resources needed to create quality video productions.
  - Plan facility improvements.
  - Work with purchasing guidelines.
  - Use spreadsheets, databases and proprietary software for playback systems.
  - Operate a variety of video production equipment in a safe and effective manner.
  - Interpret and explain City policies and procedures.
  - Diagnose equipment issues.
  - Read facility diagrams to isolate problems.
  - Prepare clear and concise reports.
  - Stay abreast of current production techniques.
  - Establish and maintain effective working relationships .

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in communications, radio/television/film or a related field and four years of video or cable television production experience, including one year of administrative or lead supervisory responsibility.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.